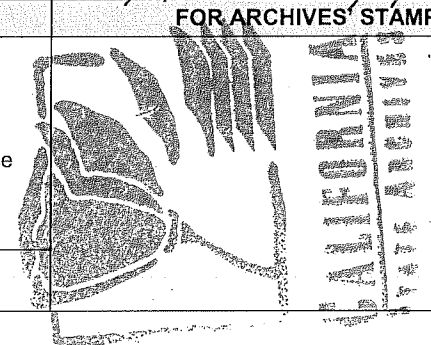


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------|----------------------------------------|
| (1) DEPARTMENT, BOARD OR COMMISSION Insurance | | (2) AGENCY BILLING CODE PCA 90051 Ind. 5610 | | (3) PAGE 1 OF PAGES | |
| (4) DIVISION/ BRANCH/ SECTION Actuarial Office | | (5) ADDRESS 300 S. Spring Street, 14th Floor, South Tower, Los Angeles, CA 90013 | | | |
| CHECK THE APPROPRIATE BOX | | | | | |
| (6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)] | | | | | |
| (7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.) | | | | | |
| (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.) | | | | | |
| NEW SCHEDULE INFORMATION (If applicable) | | (9) SCHEDULE NUMBER # AO2 | (10) SCHEDULE DATE 2/4/08 | (11) NUMBER OF PAGES | (12) CUBIC FEET (Total Schedule) 20 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | | (13) SCHEDULE NUMBER AO1 | (14) APPROVAL NUMBER 07-094 no flags | (15) APPROVAL DATE(S) 5/1/2007 | (16) PAGE NUMBER(S) REVISED all |
| (17) MISSION/FUNCTIONAL STATEMENT Furnish risk analysis related to support with respect to solvency, financial analysis, legislation, reinsurance, and consumer protection. Protect the rights of the policyholders for equitable premium rates and for receipt of contractual benefits. | | | | | |
| PART I – AGENCY STATEMENTS | | | | | |
| As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. | | | | | |
| (18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Sheldon Summers</i> | | (19) TITLE Chief Actuary | | (20) PHONE NUMBER (213) 346-6151 | (21) DATE SIGNED 2/4/08 |
| In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual. | | | | | |
| (22) SIGNATURE – RECORDS MGMT. ANALYST <i>Carol B. Scott</i> | | (23) CLASSIFICATION B80 F, Records Unit | (24) NAME (Printed or Typed) Lauren Scott | (25) PHONE NUMBER (916) 492-3331 | (26) DATE SIGNED 2/5/08 |
| PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) | | | | | |
| (27) SIGNATURE – CalRIM CONSULTANT <i>Jack E. Fort</i> | | | (28) APPROVAL NUMBER 08-040 | (29) DATE SIGNED 2/7/2008 | (30) EXPIRATION DATE 2/7/2013 |
| PART III – ARCHIVAL SELECTION (Per Government Code Section 14755) | | | | | |
| THE ATTACHED RECORDS RETENTION SCHEDULE: | | | | | |
| (31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives | | | | | |
| (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.) | | | | | |
| (33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Stephany Bailey</i> | | | (34) DATE SIGNED 2/22/08 | | |



To Jack E. Fort 2/5/08

RECORDS RETENTION SCHEDULE

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| (35) CalRIM APPROVAL NUMBER | | | | | | | | | | (36) PAGE 1 OF 1 PAGES | |
|-----------------------------|----------------------|-------------------------------------|---------------------------------------------------------------------------|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| ITEM # (37) | CUBIC FEET * (38) | CA. STATE ARCHIVES USE ONLY (39) | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40) | MEDIA (41) | VITAL (42) | RETENTION | | | | PRA (Exempt) & IPA (47) | REMARKS (48) |
| | | | | | | OFFICE (43) | DEPT. (44) | SRC (45) | TOTAL (46) | | |
| 1 | 4 | | Life Actuary | P | | | | | | | |
| 2 | 1 | | Valuation Certificate (Annual Filing) | P | | 5 | | | 5 | | 5 years dispose, unless extension of disposal deemed necessary by Supervisor. |
| | | | STD Form, 70 Records inventory worksheet | P | | current | | | current | | Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later. |
| 3 | | | STD Form 73, records retention schedule | P | | current | | | current | | Retain as current until revised. |
| 4 | | | STD Form 71, records transfer list | P | | current | | | current | | Retain as current until all records have been destroyed. |
| 5 | | | BMB 006, records destruction request | P | | current | | | current | | Retain 2 years from authorized destruction date. Then retain 2 more years or until audited whichever occurs first (maximum 4 years). |
| Added → 6 | 20 | | Medicare Supplement Insurance Rate Filings | P | | current | | 5 | 0.15 | | Retain as current until destruction date or unless extension of disposal deemed necessary by Supervisor. |

* Provide total of office and departmental